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CIA

9 April 1964

MEMORANDUM FOR: Chairman, ADCOM

**SUBJECT : NPIC - Advisory Committee and Secretariat
Relationships and Procedures**

1. The Secretariat's proposals on the above-stated subject have been reviewed along with other suggestions regarding ADCOM and the Secretariat. I am largely in agreement with the approach of the Secretariat. Rather than comment on each item, however, I would like to submit my own list for ADCOM with the admission at the outset that I am borrowing heavily from what the Secretariat has presented. I have no changes to suggest in the list submitted for the Secretariat.

A. J. STEELE

Attachment: NPIC ADVISORY COMMITTEE (ADCOM)

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NPIC ADVISORY COMMITTEE (ADCOM)

Duties:

1. To review all requirements levied on NPIC, after priorities have been assigned by the Secretariat, to insure that all requirements are of national interest and have been assigned proper priorities.
2. To review production problems of NPIC and furnish advice on how to solve these problems in the best interest of the consumer agencies as well as of NPIC.
3. To provide assessments of NPIC reporting at least once a year, and on an ad hoc basis as appropriate. Assessments should cover such matters as timeliness of reporting, format, and usefulness of the reports, along with any recommendations for changes.
4. To bring to the attention of Director, NPIC, any special or unusual uses that are being made of intelligence products of NPIC, or any intelligence production plans of the consumer agencies that may affect the NPIC workload at some time in the future.

Procedures:

1. The ADCOM should meet at least once each month and oftener as necessary. (The Secretariat should have authority to assign priorities to requirements and send them immediately into PAO for work as necessary; such assignments to be reviewed at the next ADCOM meeting).
2. It would be incumbent upon each agency to provide the maximum amount of continuity in ADCOM membership and attendance at meetings. Toward this same end of providing continuity, a complete set of minutes of each meeting should be kept, mentioning all problems reviewed and decisions made. To assist the secretary, members should be encouraged to provide copies of any important proposals which they intend to table.

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